

NOTIFICATION OF INTENT TO USE THIRD PARTY PLAN REVIEW AGENCY

LANGUAGE PREFERRED ☐ English ☐ Spanish ☐ Chinese ☐ Vietnamese ☐ Amharic ☐ Korean ☐ Other: _____

The purpose of this Notification is to advise the District of Columbia Department of Consumer and Regulatory Affairs (DCRA) of the Permit Applicant’s intention to utilize third party plan review services in connection with the following construction project.

Section A APPLICANT INFORMATION

- 1. APPLICANT NAME _____
- 2. PROJECT NAME _____
- 3. PROJECT ADDRESS _____

Section B PRIMARY THIRD PARTY PLAN REVIEW AGENCY

The following Third Party Plan Review Agency or Agencies will be used for the Project.

- 1. AGENCY NAME _____
- 2. NAME OF PROFESSIONAL IN CHARGE First _____ Last _____
- 3. STREET ADDRESS _____ SUITE or APARTMENT NUMBER _____
CITY _____ STATE _____ ZIP CODE _____
PHONE NUMBER () _____ - _____ EMAIL _____ @ _____
FAX NUMBER () _____ - _____ WEB ADDRESS _____
- 4. DCRA CERTIFICATION NUMBER _____ DATE ISSUED _____
- 5. PROF. ENGINEER/ARCHITECT NUMBER _____ DATE ISSUED _____

Section C SECONDARY THIRD PARTY PLAN REVIEW AGENCY or AGENCIES

The following SecondaryThird Party Plan Review Agency or Agencies will be used for the Project. (Attach additional sheets if necessary)

- 1. AGENCY NAME _____
- 2. NAME OF PROFESSIONAL IN CHARGE First _____ Last _____
- 3. STREET ADDRESS _____ SUITE or APARTMENT NUMBER _____
CITY _____ STATE _____ ZIP CODE _____
PHONE NUMBER () _____ - _____ EMAIL _____ @ _____
FAX NUMBER () _____ - _____ WEB ADDRESS _____
- 4. DCRA CERTIFICATION NUMBER _____ DATE ISSUED _____
- 5. PROF. ENGINEER/ARCHITECT NUMBER _____ DATE ISSUED _____

Section D SECONDARY THIRD PARTY PLAN REVIEW AGENCY or AGENCIES

The names of the Professionals-in-Charge, Supervisory Plan Reviewer and Plan Reviewer, along with the discipline to be reviewed are as follows:

Discipline	Third Party Plan Review Agency	Professional-in-Charge	Plan Reviewer

Section G ACKNOWLEDGEMENTS

By signing below, the Permit Applicant, the Third Party Plan Review Agency, and its Professional-in-Charge acknowledge that they have reviewed and are familiar with the provisions of the Homestart Regulatory Improvement Amendment Act of 2002, codified as D.C. Official Code, 2001 Ed. §6-1405.02 et seq. (a), 12A DCMR §105.3.1.1.1 and the Third Party Plan Review Program-Procedure Manual, and agree to comply with the third party plan review procedures, responsibilities and requirements set forth therein, and other conditions that may be specified by the Code Official.

I have read and agree to comply with the terms and conditions of this agreement.

APPLICANT

Applicant Name _____ Applicant Signature _____
Title of Signatory _____ Date _____

PROFESSIONAL-IN-CHARGE OF PRIMARY THIRD PARTY PLAN REVIEW AGENCY

Applicant Name _____ Applicant Signature _____
PE/Architect License No. of Signatory _____ Date _____

THIRD PARTY PLAN REVIEW AGENCY

Name _____ Signature _____
Title of Signatory _____ Date _____

I/We understand that, anyone who makes a false statement on this form can be criminally prosecuted; and, if convicted, fined up to \$1000, imprisoned up to 180 days, or both, under D.C. Official Code § 22-2405.

FOR OFFICIAL USE ONLY**ACCEPTED FOR DCRA BY:**

Staff Name _____ Signature _____
Title _____ Date _____

Notice of Approval Certification No. _____

NOTES:

**THIRD PARTY PLAN REVIEW
APPLICATION FORM 2009-01**

DC INSPECTOR GENERAL HOTLINE: If you are aware of corruption, fraud, waste, abuse or mismanagement involving any DC government agency, official or program, Contact the Office of the Inspector General (OIG) at (202) 727-0267 or (800) 521-1639 (toll free). All reports are confidential and you may remain anonymous by law. Government employees are protected from reprisals or retaliation by their employers for reporting to the OIG. The information you provide may result in an investigation leading to administrative action, civil penalties or criminal prosecution in appropriate cases.

NOTICE OF NON-DISCRIMINATION: In accordance with DC Human Rights Act of 1977, as amended, DC Code Section 2.1401.01 et seq., ("the Act") the District of Columbia does not discriminate on the basis of race, color, national origin, sex, age, marital status, sexual orientation, family responsibilities, matriculation, political affiliation, disabilities, source of income, or place of residence or business. Discrimination in violation of this act will not be tolerated. Violators will be subject to disciplinary action.